

***Board of Trustees Regular Meeting Minutes
March 19, 2019***

5:00 pm Regular Board of Trustees Meeting, Olympic College Bremerton, Humanities & Student Services Building, Room 129, 1600 Chester Ave, Bremerton, WA, 98337

Trustee Bryant called the Board of Trustees Regular Meeting to order at 5:06 p.m.

Board Members in Attendance:

Steve Warner Jim Page Shannon Childs Harriette Bryant

Others in Attendance:

Marty Cavalluzzi, President
H. Bruce Marvin, Assistant Attorney General
Adam Morris, Executive Assistant to the President

The Board read the Mission, Vision and Values.

A. Presentations

1. Presentation: Achieving the Dream – Dream 2019 Report Out

- Wendy Belden, Program Coordinator – Student Financial Services, addressed the Board of Trustees and presented her thoughts and takeaways from the Dream 2019 Conference in Long Beach, CA. Ms. Belden felt that the conference was an eye opening experience, and thought it was a great opportunity to bring employees from all across the college together to focus on student success. She would like to see a mentoring program developed at the college, with faculty/staff mentoring students. Also, she sees a need for increased training for faculty and staff on basic student assistance.
- Sally Holt, Student Success Navigator – Welcome Center, addressed the Board of Trustees and presented her thoughts and takeaways from the Dream 2019 Conference in Long Beach, CA. Ms. Holt spoke about the various barriers that students often encounter, and the need to conduct “warm handoffs” when assisting students. Her biggest takeaway from the conference was a focus on equity, and leveling the playing field for all students.

2. Innovation Session: Graduate Strong – David Emmons/Aly Rotter

- David Emmons, Executive Director of the Olympic College Foundation, introduced Aly Rotter, Network Manager for Graduate Strong, to the Board of Trustees. Ms. Rotter provided the trustees with an overview of the Kitsap Strong collective impact initiative, and how Graduate Strong fits together with the other four Kitsap Strong networks. An explanation of the collective impact approach was also presented, which was contrasted with more traditional methodologies used to solve the complex challenges facing education needs in Kitsap County. Kitsap County data was reviewed in respect to: Graduation Rates, Discipline Rates, Chronic Absenteeism Percentages, and Postsecondary Enrollment Rates. Ms. Rotter also outlined the focus areas of Graduate Strong, which include: Trauma Sensitive Schools, Attendance, Future Bound Activities, Mentorship, College Persistence, and Advocacy & Policy.

3. Study Session 1: The OC Promise – David Emmons/Terri Gleich/Elsa Krier

- David Emmons, Executive Director of the Olympic College Foundation, introduced Terri Gleich, Communications Specialist for the Olympic College Foundation, and Elsa Krier, Outreach and Recruitment Manager, to the Board of Trustees. Ms. Gleich and Ms. Krier presented an overview of The OC Promise pilot program to the trustees. As a pilot program, The OC Promise will offer one tuition-free year (3 consecutive quarters) at Olympic College to 30 graduating seniors in the Bremerton School District. The program is intended for full-time students taking a minimum of 12 credits per quarter. As funding allows, the long-term goal is to expand The OC Promise to all school districts in Olympic College's service area. The deadline for students to apply for the program is April 15, 2019 for a Fall 2019 start date. Applicants must also complete the financial aid process and apply for admission to Olympic College. To help them succeed, students selected as Promise Scholars will be given an OC Promise Coach (Elsa Krier will fill this role during the pilot year), they will attend the Summer Bridge Program which is designed to acclimate them to college and set them up for success, and they will have monthly mentoring sessions with faculty/staff to help monitor their progress.
- With The OC Promise, Olympic College is joining a national Promise movement, with 241 programs in 43 states and 16 state-wide programs. Data collected nationally show that Promise scholars are more likely to: Enroll in college within 6 months after graduation, attempt more credits, complete their degree or credential within 4 years, and succeed if they are in a traditionally underserved group.
- A question and answer period was held. Trustee Page inquired about the metrics that will be used to determine the efficacy of the program. The metrics are still being developed by the steering committee, however the starting goal is for Promise Scholars to have persistence and completion rates higher than their peers.

B. Communication Items

1. Communication from the Public

- None.

2. Introduction of New Olympic College Employees

- David Emmons, Executive Director of the Olympic College Foundation, introduced Sarah Browangoetz, Director of College Grant Development.

3. Report of the Board

- Trustee Childs reported on her letter/email writing campaign to the legislators within Olympic College's service district. Trustee Childs received responses from Representatives Hansen and Appleton.
- Trustee Bryant reported on her attendance of the March 5th, 2019 All College Meeting, where a report out from the employees who attended the Dream 2019 conference in Long Beach, CA took place.
- Trustee Bryant also reported on her attendance of the 2019 Governance Leadership Institute conference, which was also attended by President Cavalluzzi. The conference was centered around "Safeguarding Your College," and there was a powerful presentation by a victim of the Umpqua Community College shooting, who was a student at the time. Trustee Bryant shared materials from the conference with the rest of the Trustees.
- Trustee Page provided an update on Board Governance work being conducted by himself and Trustee Childs. Proposals were received from the various consultants interviewed (to include: ACCT, AGB, Mary Spilde, and Eric Craymer). A criteria/rating spreadsheet has been drafted to evaluate the proposals. Evaluation criteria include: experience with consulting, higher education industry experience, community college experience, knowledge of the Washington State Community and Technical College system, cost, deliverables and contract terms, references, personality and fit, any certifications they may hold, relevance to Olympic College's specific need, risks, and any other key differentiators. Trustees Page and Childs anticipate sending the proposals and their recommendations to the rest of the Board by the next regular Board of Trustees meeting.

C. Reports to the Board

- The SGOC Report to the Board was reviewed. No questions were asked. Trustee Warner requested that as soon as a date is set for the May student awards event that they pass it along to the Board of Trustees.
- The President's Report to the Board was reviewed. No questions were asked.
- The AHE Report to the Board was reviewed. No questions were asked.
- The WPEA Report to the Board was reviewed. No questions were asked.
- The Olympic College Foundation Report to the Board was reviewed. No questions were asked. Trustee Page congratulated David Emmons, Executive Director of the Olympic College Foundation, for the successful annual Auction & Brunch. Trustee Warner congratulated the Olympic College Foundation on the great work they do on behalf of the College, specifically the OC Promise and their scholarships for students.
- The Instruction Report to the Board was reviewed. No questions were asked.
- The Student Services Report to the Board was reviewed. No questions were asked. Trustee Page commented on his appreciation of the consistency in the report formatting, and the referencing of key legislation and inclusion of hyperlinks within the report. He also requested that any acronyms be spelled out (at least initially) when used in the reports, specifically the financial aid section in reference to "ISAR."
- The Administrative Services Report to the Board was reviewed. No questions were asked.
- The Equity & Inclusion Report to the Board was reviewed. No questions were asked.
- The Office of Institutional Effectiveness Report to the Board was reviewed. No questions were asked.
- The Information Technology Report to the Board was reviewed. No questions were asked.

- The Human Resource Services Report to the Board was reviewed. No questions were asked. Trustee Page congratulated the human resource department on their improved evaluation numbers, and also commented his appreciation of the leadership recruitment plan.

D. Consent Items

- 1. Approval of the draft minutes for the February 8, 2019 Special Board of Trustees Meeting**
 - Trustee Warner made a motion to approve the minutes. Trustee Childs seconded the motion. The vote was unanimously in favor of approving the February 8, 2019 Special Board of Trustees Meeting as presented.
- 2. Approval of the draft minutes for the February 27, 2019 Special Board of Trustees Meeting**
 - Trustee Warner made a motion to approve the minutes. Trustee Childs seconded the motion. The vote was unanimously in favor of approving the February 27, 2019 Special Board of Trustees Meeting as presented.

E. Action/Information Items

- 1. Information Item: Upcoming Events Calendar**

Adam Morris presented the Upcoming Events Calendar to the Board of Trustees; the Board accepted the Upcoming Events Calendar as an Information Item.
- 2. Information Item: Athletics Budget Plan**

Barry Janusch, Director of the Bremer Student Center & Athletics, presented the Athletics Budget Plan Information Item to the Board of Trustees; the Board accepted the Athletics Budget Plan as an Information Item.
- 3. Action Item: FY2017-2018 Audited Financial Statements**

Trustee Page motioned for approval of the FY2017-2018 Audited Financial Statements Action Item. Trustee Warner seconded the motion. No discussion was held, nor questions asked. The vote was unanimously in favor of approving the FY2017-2018 Audited Financial Statements Action Item.
- 4. Action Item: Sabbatical Requests**

Trustee Page motioned for approval of the Sabbatical Requests Action Item. Trustee Warner seconded the motion. No discussion was held, nor questions asked. The vote was unanimously in favor of approving the Sabbatical Requests Action Item.
- 5. Action Item: Data Governance Policy**

Trustee Page motioned for approval of the Data Governance Policy Action Item. Trustee Warner seconded the motion. No discussion was held, nor questions asked. The vote was unanimously in favor of approving the Data Governance Policy Action Item.
- 6. Action Item: Leave of Absence Request**

Trustee Page motioned for approval of the Leave of Absence Request Action Item. Trustee Warner seconded the motion. No discussion was held, nor questions asked. The vote was unanimously in favor of approving the Leave of Absence Request Action Item.

F. Innovation Session

1. See Above (Presentation #2)

G. Study Session

2. Study Session 2: Board Goals Review
 - The Board of Trustees reviewed the most recent draft of the Board of Trustees' Goals 2018-2019. The document is broken into two sections, Institutional Goals (#1-5) and Board Goals (#6-10). Each goal was reviewed, discussed, and edited as necessary.

Trustee Childs motioned to approve the Board and Institutional goals, with the edits. Trustee Warner Seconded the motion. No further discussion was held, nor questions asked. The vote was unanimously in favor of approving the 2018-2019 Board & Institutional Goals.

H. Executive Session

The Board adjourned at 6:23 p.m. for a 2 minute recess before going in to Executive Session.

The purpose of the Executive Session was to review the performance of a public employee.

At 6:25 p.m. the Board met in Executive Session for 15 minutes.

At 6:40 p.m. it was extended for 20 minutes.

At 7:00 p.m. it was extended for 9 minutes.

The meeting reconvened at 7:09 p.m. out of Executive Session.

The Board adjourned at 7:39 p.m. for a 1 minute recess before going in to Executive Session.

The purpose of the Executive Session was to review the performance of a public employee.

At 7:40 p.m. the Board met in Executive Session for 13 minutes.

The meeting reconvened at 7:53 p.m. out of Executive Session.

The meeting was adjourned at 7:54 p.m.

H. Adjournment

Trustee Bryant adjourned the meeting at 7:54 p.m.

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